



OVERSEAS EMPLOYMENT

Department of Army - Japan

Camp Zama is located about 25 miles southwest of central Tokyo in the cities of Zama and Sagami-hara in Kanagawa Prefecture, Honshu, Japan. Camp Zama is home to the U.S. Army Japan/9th Theater Army Area Command, the 17th Area Support Group, the United Nations Command (Rear), the 500th Military Intelligence Brigade, the Japan Engineer District, the 78th Signal Battalion, the 3d Engineer Group of the Japan Ground Self-Defense Force, and other units.

Japan's customs, manners, and folklore are rich and diverse. And although Japan is slightly smaller than California, it offers numerous cultural and historical locations to explore.

The Japan CPAC is currently authorized 4 Appropriated Fund US civilian positions providing advisory service to 845 civilians located in Japan and Okinawa.



The climate of Japan is roughly comparable to that of the east coast of the United States, similar to North Carolina. The difference is that Japan has less severe heat in the summer and less severe cold in the winter. Autumn and winter are the driest seasons of the year with abundant sunlight during the day and refreshing cool temperatures at night.

You and your family will need a passport prior to traveling overseas. You should obtain an official (no fee) passport for you and your family.

Government quarters are authorized for civilian employees GS-7 and above.

You will be authorized two types of shipment to Japan - hold baggage (unaccompanied baggage) and household goods. Japan is an administratively weight restricted area which means that your personal property or household goods shipment is limited to 25% of your Joint Travel Regulation Allowance.

You will be eligible for loaner of major appliances and furniture from the Department of Public Works (DPW). You should NOT bring major appliances such as washers and dryers, refrigerators, stoves. Because the houses, apartments, and the rooms themselves are often smaller here than in the US, many people coming overseas will store some of their furniture. Average electrical current supplied to most Japanese homes is only 30 to 50 Amps, at 100 volts and 50 cycles. The average home in the U.S. is supplied with at least 100 Amps (usually 150-200), at 120 volts and 60 cycles. CHOOSE CAREFULLY the electrical appliances you bring to Japan. Most kitchen appliances will work well enough, but those that depend on clocks/timers will lose 10 seconds per minute (10 minutes per hour). Appliances with motors operate at a slower speed due to the 50 cycle electrical supply, but should continue to serve adequately. A transformer may increase the voltage from 100 to 120, but it WILL NOT adjust the cycles from 50 to 60.*If you live on post you will not need a transformer to use your own appliances. Leave

electric clocks at home since they will not keep accurate time on 50 cycle current. Special Note: You must complete and return the Non-temporary Storage Form included with the In-processing Forms section when you choose to store your furnishings.

Shipment at government expense of a privately owned vehicle or motorcycle is authorized for personnel assigned to Japan upon approval from the Commander, USARJ. Although roads are improving, there are still many roads and streets in urban areas which are narrow and almost impossible to negotiate with a large car. Additional information is available at:

<http://www.usarj.army.mil/information/shipment/veh.htm>

Shipment of pets to Japan is expensive for the pet owner. If you are certain you will be shipping a pet, please have your sponsor send a complete pet import package. Shipping your pets is least expensive if they fly with you as excess baggage. Make arrangements for them when your flight is reserved. If pet is flying without you, expect a great increase in cost. When picking up your pet, you must have a copy of the orders you used to enter Japan.



In conjunction with a move from the Continental United States (CONUS) to Outside the Continental United States (OCONUS) or from overseas geographical location to another, you may be eligible to take one advance of your salary (an amount up to six pay periods of your salary). Repayment will start immediately after arriving at the new location. You decide how you want to pay it back, within the limits that it all must be paid back within 26 pay periods. Your advance is paid with your regular paycheck, not as a cash or check payment on demand. You may request your advance either before you leave CONUS or after you arrive overseas, so you will have access to the money for the initial expenses you will incur coming over here, and in case there is a delay in receiving your regular pay. This advance is interest free.

There is NO Locality Pay in the overseas area..

Post Allowance is paid to compensate in part for the higher price of many goods and services in overseas areas. Post allowance is based on your salary, work schedule, number of dependents, and the location of your duty station. Changes in exchange rates also raise or lower the post allowance, since exchange rates affect the cost of goods and services bought on the economy. Post allowance is not taxable.

Living Quarters Allowance is paid to most employees recruited from the Continental United States (CONUS). It is in addition to other allowances and in most instances covers most of the costs of housing, heat, electricity, water, and sewer service. In most situations, LQA is not authorized based on the availability of government quarters. The maximum allowable rates depend on the location of your duty assignment, your grade, and whether you have dependents living with you or not. LQA is a reimbursement, based on your actual expenses. It is adjusted periodically and automatically for changes in monetary exchange rates. After the first year, you will need to show us receipts for your actual expenses to adjust your payments. If you have major changes to expenses during the year, you may also ask for an adjustment at that time to avoid under- or over-payments. LQA is also not taxable.

TQSA is offered to most employees hired from the Continental United States (CONUS) to help offset the expenses of temporary lodging, meals, and laundry expenses for up to 90 days upon arrival. That is the expected time period in which you should be assigned government quarters.

Extensions of up to 60 days may be granted for compelling reasons beyond an employee's control. TQSA advances are only authorized in increments of 30-day period. **BE SURE TO KEEP ALL RECEIPTS** for hotels, meals, and laundry/dry-cleaning as well as other expenses. Once you arrive at your new duty station, the Civilian Personnel Advisory Center (CPAC) will provide you with the appropriate forms that need to be completed for claiming TQSA. TQSA is paid at your new duty location only.

The Miscellaneous Expense Allowance (MEA) helps to defray various contingent costs associated with discontinuing residence at one location and establishing a residence at a new location. Examples of costs that may be covered include: disconnecting and connecting appliances; cutting and fitting of rugs, draperies, and curtains moved from one residence quarters to another; and use taxes and rental agent fees. For transferring employees who are eligible for reimbursement of miscellaneous expenses the following amounts may be granted: Submission without receipts/itemizing: for an employee without family - \$350 or the equivalent of one week's pay, whichever is the lesser amount; for an employee with family - \$700 or the equivalent of two weeks' pay, whichever is the lesser amount.



Foreign Transfer Allowance may be authorized for the employee and accompanying dependents for up to 10 days before final departure from a duty station in the 50 states, and the District of Columbia. Allowable expenses include temporary lodgings, meals, fees and tips incident to meals and lodging, and laundry cleaning and pressing of clothing. Keep your receipts for meals, lodging and laundry/dry cleaning. There is no authorization to reimburse you for any local transportation costs. Keep this in mind when deciding to ship your car.

Renewal Agreement Travel may be authorized when you sign another tour agreement. For personnel assigned to most of Japan, the initial overseas tour is three years. Subsequent, or renewal, tours are up to two years in length. When you sign a renewal agreement to stay another tour, you may become eligible for RAT travel. Generally, employees hired from the Continental United States (CONUS) will be eligible for RAT travel. RAT is a free trip back to the CONUS, usually the location from which you moved, for you and your eligible dependents. You may take your RAT after you sign your renewal agreement, not more than six months before the start of the new tour or in sufficient time to have 12 months remaining on your tour upon returning to the overseas area. That end date is important - you must take your RAT and return overseas no later than 12 months before the end of the tour. If you wait longer, you lose the entitlement, with few exceptions.

Educational Travel - Full-time college students, under age 23 and in undergraduate school, may be eligible for one round trip each twelve-month period from the overseas area of your assignment to their college location. The student must report to the employee's duty location for at least 14 consecutive days prior to authorized return travel to CONUS at Government expense.

Emergency Travel for Civilian Employees: Federal employees may receive emergency travel orders and fly back to the Continental United States (CONUS) on a space available basis (Space A) should the following situations occur with one of their immediate family members:

- Death of member of immediate family of employee or the employee's spouse.

- Death of the employee or dependent family members in the overseas area, only when the funeral is at the home of record and the surviving employee or spouse is required to return to the overseas area after the funeral.

Contribution, by the presence of the employee, his or her dependents, or both to the welfare of a seriously ill or dying member of the immediate family of the employee or spouse.

Family problems caused by serious illness or injury of one or more members of the immediate family of the employee or the spouse. This emergency situation arises when the family problems impose a responsibility on the employee or spouse that must be met immediately and cannot be accomplished from the duty station by other means.

Divorce cases when custody of children is an issue in the case and suit has been filed and a trial date established.

Any other emergency situation when failure of the employee, his or her dependents, or both to return to CONUS would create a severe and unusual hardship on the employee or spouse or on the immediate family of the employee or spouse. Your Civilian Personnel Advisory Center (CPAC) or local military Staff Duty Office prepares the emergency travel orders that you will need prior to traveling.

When the time comes for your return to CONUS, (remember you signed a rotation agreement as a condition of employment), the options available to you specifically, at that time, will be explained in detail. Placements are usually made in one of three ways.

First, you may be selected for another position in CONUS through normal merit promotion or reassignment action. That's easy and will work similarly to how you came over here to start with.

Second, you may exercise Return Rights. In most cases, someone hired from CONUS will have some form of return rights to either a specific position you left, to an installation, or to a geographic area. These entitlements should have been explained to you when you were preparing to leave CONUS and will be discussed with you when you are preparing to return.

Third, you may be eligible for registration in the DOD Priority Placement Program (PPP). If you do not have return rights when the time comes to go home or if your return rights are to a grade lower than that you have reached overseas, you will probably be eligible for registration in PPP for jobs back in CONUS. There are many details about this program, which will be explained to you when the time comes to return to CONUS.

If you are a current Federal employee living in the United States, your current health plans may not cover you once you move overseas. This is especially true if you are currently enrolled in an HMO. You should take extra care to research the health plans that will cover you while residing in an overseas location. Some FEHB plans provide coverage while residing overseas. You can obtain health plan booklets and comparison information about FEHB by reviewing the Office of Personnel Management's Web Site at www.opm.gov. If you are just starting with the Federal Government, you have 60 days from the date of your employment overseas to submit your election. If you are transferring to the overseas location or returning from overseas, you have 31 days before the date you are expected to leave your former duty post and 60 days after your arrival at the new duty post to enroll or change enrollment. DoD Civilian Personnel and their family members can use dental and medical services on a space-available basis with a DoD established fee.



If you are currently enrolled or waived your FEGLI, you are not able to change your election because of your upcoming PCS move. You will have the same election transfer to the new duty station. If you are just starting with the Federal Government, your CPAC will provide you with information. You can also obtain more information about FEGLI by reviewing the Office of Personnel Management's Web Site at www.opm.gov.

If you have a current Thrift Savings Plan election it will be transferred to your new duty station. If you have an outstanding loan, please forward the following information to the CPAC: TSP Account Number, Payment Amount, Pay cycle, for each loan. For more information visit the TSP Web Site at: www.tsp.gov.

Most Federal employees earn two types of leave - annual leave and sick leave. If hired from the states, you should be eligible for two special features of overseas employment – These are: Home leave & 45-Day Annual Leave Accumulation.

Home leave is special leave earned in one-day increments (rather than hours like annual or sick leave). In most of Japan, eligible employees earn home leave at the rate of 5 days per year. You must have served continuously at least one 24-month period at your overseas post before you can use your home leave. You must take your home leave in the US, its territories or possessions. That's why it's called home leave. You also may use it only if you will return to duty at an overseas area. In other words, you can't take home leave in conjunction with a PCS back to the US unless you are under a mobility agreement. You can take it, in the US, in conjunction with a PCS from one overseas area to another overseas area, if other service requirements are met. Your home leave balance shows on your Leave and Earnings Statement. Your Civilian Personnel Advisory Center (CPAC) can give you more information on Home Leave.

45-Day Annual Leave Accumulation allows certain overseas employees (usually those hired from the CONUS) to carry over from one leave year to another, up to 45 days, or 360 hours, of annual leave before getting into a use or lose situation. In the CONUS, the maximum leave carry over is 30 days or 240 hours. Once you return to the CONUS, you retain the higher amount of annual leave carryover, UNLESS you ever drop below the 360 hours. If you drop below the 360 hours annual carryover limit, that lower figure or the usual 240 hours becomes your carryover limit, whichever is higher.

Exchange and commissary privileges allow DoD civilians to shop at military retail and grocery stores.

Family members can attend DoD schools at no expense.

Morale, Welfare and Recreation (MWR) facilities allow DoD civilians to use DoD recreational activities.



The length of your initial Rotation Agreement in Japan is normally 36-months. Subsequent tours are up to two years in length. Tour extensions are NOT automatic nor are they an entitlement. Specific information on rotation policies within DoD/Japan is available at: http://www.usarj.army.mil/information/overseas/faq_rot.htm.

Army Continuing Education System (ACES) provides a variety of educational opportunities to enhance the quality of life for personnel of the Camp Zama community. Through the education center courses are available that will provide for personal growth, career development and other educational needs. All academic institutions that offer education programs at Camp Zama are fully accredited. The type and numbers of programs offered are contingent upon the needs/desires expressed in needs assessments and previous enrollments. The institutions also provide academic advisors who frequently visit the Camp Zama Education Center for the

purpose of counseling present and future students. All personnel who come to Camp Zama will have an opportunity to attend a specially designed Japanese Language and Culture Course. There are three academic institutions offering degree programs at Camp Zama. They are:

Central Texas College (CTC). CTC has Certificate Programs, and Associate Degrees in Arts, Science and General Studies.

University of Maryland (UMD). UMD has Certificate Programs, Associate Degree Programs and Baccalaureate Degree Programs.

Troy State University offers a Graduate Degree Program in Public Administration.

The Zama Information, Ticketing and Registration Office, known as "Local Tours" provides in-country tours. Local Tours utilizes a fleet of (4) deluxe motor coaches to transport customers to scheduled destinations. Services available individual service with reservations, transportation, ticket sales for concerts and/or special events, hotel reservations and general travel information. Custom sightseeing packages are available for Private Organizations, Family Readiness Groups and Units.

The VIP Card Program is in twelfth year rewarding repeat customers a complimentary \$50 tour after completion of 7 regular tours. Local Tour destinations include overnight sightseeing trips to the historic cities of Kyoto and Nara, and day trips including Fuji Five Lakes, Kamakura, Hakone, Nikko, Mt. Fuji Climb, Fertility Festival and Alpine Ski trips to many of the famous Nagano and Niigata ski slopes.

If you are informed of a requirement for a physical examination, treatment or immunization is required by the position or your overseas assignment, you are to immediately make arrangements with the closest Department of Defense medical treatment facility at no cost to you. (For dependent family members: only the necessary immunizations required for overseas travel will be paid by Government; employee will pay the costs of all medical treatments or examinations for dependents). Immunizations required for any "personal" foreign travel will not be at Government expense. Under certain circumstances you can be reimbursed for authorized examination by a private physician and expenses. These are:

1) No medical treatment facilities are at the processing activity and no federally-designated medical examiners are available; or

2) Workload at federal medical facility precludes scheduling a medical examination without a serious delay in processing the selectee for movement overseas. The authorization MUST be provided to you in writing by the personnel office or appropriate Federal medical officer before you can go to private physician. If authorized, you must obtain an itemized receipt for the medical services. The claim for reimbursement is initiated upon arrival at the overseas duty location. Reimbursement is not authorized if you voluntarily elect to use a private physician rather than an available Federal medical officer. Under no circumstances will accompanying examinations for family members be reimbursed.

Privately owned firearms may be shipped to Japan, but shipment of handguns is strongly discouraged. If a handgun is shipped, it must be delivered promptly into the custody of designated military authorities who will store it, releasing it to you only for use in officially sponsored shooting activities or practice for such activities. Hunting and sporting rifles and shotguns may be imported and stored in individual quarters or the arms room, but the owner must obtain a Japanese gun permit to transport the firearms off post.

. Additional information on employment in Japan can be found at:

<http://www.usarj.army.mil/information/index.htm>